

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 9-71

To: All Training Officers of the Agency

BEFORE-AND-AFTER-HOURS LANGUAGE TRAINING PROGRAM (BAHLT)

The Before-and-After-Hours Language Training (BAHLT) Program will begin 13 September 1971 and will continue for 40 weeks through 30 June 1972, with a two-week break for the Christmas holidays. The program provides for language study in first-year basic courses in French, German, Russian and Spanish and second-year basic courses in those languages for which there are enough applicants to constitute a class. Morning classes may be offered if there are sufficient enrollments, and will meet Tuesday through Friday from 0715 to 0830 hours. Evening classes will meet Monday through Thursday, 1700 to 1815 hours or Monday, Wednesday and Thursday, from 1700 to 1840 hours. Some classes will be held in the Headquarters Building and others in the Language School.

The first-year basic instruction in Spanish will consist of a programmatic course of self-study which requires periodic consultations after hours with a Language School instructor. In the other courses, conventional audio-lingual techniques will be used. Emphasis in all instruction will be on oral skills. Second-year basic courses will be a continuation of the first-year courses. Candidates for second-year courses are eligible provided they have satisfactorily completed the first-year course or have a tested 1+ (Slight plus) proficiency in speaking the language and are familiar with material equivalent to that offered in the first-year courses.

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BAHLT is open to employees in all Directorates. To be eligible an employee must have completed the Modern Language Aptitude Test. Anyone planning to enroll in September who has not taken the test should make arrangements to do so through his Training Officer. Participants must attend at least 80% of the scheduled class hours. Performance in training will be evaluated at the end of the year, and the evaluation will be made part of the permanent training record.

Form 73, Request for Internal Training, is to be used to apply for BAHLT. On the form it is necessary to designate the level of the language; the designation "610" is to be used for a first-year course and "615" for a second-year course. No applications will be accepted after 20 August 1971.

Further information may be obtained from [REDACTED]
[REDACTED] Language School, OTR, extension 3271.

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